

First Steps Day Nursery Local Offer

How our setting knows if young children need extra help and what our parents/carers should do if they think their child may have SEND.

At First Steps Day Nursery all staff members undertake regular observations and maintain ongoing assessments for all children in order to identify and support their individual needs.

If the tracker system used identifies an area of delay in development the key person will raise the concern with management. This will then be discussed in a meeting with the family and SENCO and a parental participation plan (PPP) implemented.

If a parent raises a concern to the key person or any other staff member a meeting with SENCO and manager will be arranged and the same process implemented.

This will be reviewed at 6 weeks and if no improvement noted the SENCO will implement our "Additional Needs Procedure".

How our setting supports young children with SEND

When a child joins the setting with an EHC plan in place the SENCO will meet with the child's family, other involved professionals, and the child to plan the settling in period. The SENCO will implement the "Graduated Approach" taking into account targets for the child with strategies and techniques that can be used. They will review resources available or identify what extra we need to be able to fully fill the individual needs of the child. The most appropriately trained or experienced key person will be allocated to best support the child to achieve their targets.

Children already identified within nursery with a PPP that do not make progress and achieve targets within a reasonable time frame will lead the SENCO to discuss this with the parents and manager and suggest to parents the next steps that we should take to involve other professionals, create a One Plan or if required to complete an application to county for a EHC plan assessment.

How our setting creates learning and development opportunities for individual children with SEND

From the PPP targets met the SENCO and key person will plan and adapt all activities enjoyed by the child to allow them to participate, by use of different types of resources and equipment. Reviews with family and other involved professionals will lead to next targets being set and constant observations by key person and outsider targeted observations will record progress made. 1:1 support will always be available as needed.

How our setting works in partnership with parents/carers

PPP reviews will be held 6 weekly with the child's family and the SENCO and key person will be available to attend off site meetings at parents or other professional's request.

How our setting supports the wellbeing of young children with SEND

The Health and Safety Officer will be made aware of individual needs and take these into consideration during risk assessment reviews. A health care plan will be implemented and reviewed regularly with parents in line with our administration of medication policy, and staff given any additional specialist training if required.

Children are praised clapped and rewarded for achievements made and their thoughts and wishes are included in future target aims.

Staff training and experience in supporting young children with SEND

All staff has minimum level 3 training, paediatric first aid and safeguarding with two designated officers. Any specialist training needed for day to day care of individual child, will be accessed. Past training has included Makaton and speech and language.

Specialist service and expertise accessed by our setting

All specialist services are welcome to attend nursery to observe the child and give advice to staff. Families are able to access support services via the children's centre. Additional funding may be applied for to allow 1:1 support or any additional equipment that may be required. Regular support from Area SENCO and other involved professionals is ongoing.

How our setting includes young children with SEND in community based activities and outings

When trips are organised a risk assessment is carried out to ensure access and suitability for all children. Additional staff included as necessary. Parents are invited to join as helpers. Any necessary equipment or medication will be taken by the child's key person. All emergency contact numbers are taken with the group.

Our accessible environment

Our building is all on one level, wheelchair accessible, and we have accessible toilet facilities. Young children changing facilities are available but if we have an older child with SEND extra facilities may have to be arranged. We have support from bilingual families that we already know to translate information for us if needed, or we access external translation facilities.

Any additional resources or equipment or facilities can be borrowed or shared from area inclusion office, specialist department, or children's centre. Applications for additional funding can be made if appropriate.

How our setting prepares and supports young children with SEND when joining the setting and when transferring to another setting or school

To make joining us or moving on from us as easy as possible for the child we gather information from family during visits to us or by visiting the home. A profile is completed and the parent given free access during settling in period. Key person moves area with child as age/progress dictates. Future teaching staff are invited to visit nursery and child to form a relationship, and

key person is released to go on visits with the child to their new setting. This process may be as short or long as needed for the individual child and family.

How our setting organises its resources to meet the needs of young children with SEND

Registers, environment and staff deployment are organised on a weekly basis taking into account all individual needs, meetings, and appointments.

How we decide on appropriate supports for young children with SEND

By implementing next steps of a PPP, One Plan or EHC plan if in place and reviewing from observation regularly, we ensure the child is getting appropriate support at all times. We engage with child, family and other involved professionals and implement ideas and suggestions for the best outcomes for the child.

How we involve all parents/carers in our setting

We have a parent representative group that all families are invited to join for a quarterly meeting. We use questionnaires for children and families six monthly, and feedback actions we have taken with regard to comments received via our partnership tree. This is displayed with current information and up dated termly. Newsletters are distributed termly. Web site is kept up to date with latest news and regular verbal communication between staff and parents is ongoing.

Who to contact for further information

Anyone requiring further information is welcome to call in and speak to us.

Call on 01268584630.

Email: firststeps98pitsea@hotmail.com

Visit Essex County Council Local Offer Website: <http://www.essexlocaloffer.org.uk/>

Contact your nearest children centre.